



## **City of Saint Paul**

# **Wage and Benefit Policy for Non-Represented Management and Legislative Personnel**

Human Resources  
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## **WAGE AND BENEFIT POLICY**

This policy for non-represented management and legislative personnel shall apply to employees with the following titles which are not represented by a certified bargaining unit:

- Administrative Assistant (C)
- Administrative Assistant (U)
- Administrative Coordinator (C)
- Assistant Chief of Police (U)
- Assistant Fire Chief (U)
- Assistant Fire Chief – EMD (U)
- Assistant to the Mayor I (U)
- Assistant to the Mayor II (U)
- Assistant to the Mayor III (U)
- Assistant to the Mayor IV (U)
- Assistant to the Mayor V (U)
- Assistant to the Mayor VI (U)
- Business Program Administrator (U)
- Chief of Police (U)
- City Attorney (U)
- City Clerk (U)
- City Council Chief Budget Analyst (U)
- City Engineer (U)
- Claims Manager (C)
- Deputy Director Public Works – Administration (C)
- Director, Department of Planning and Economic Development (U)
- Director, Department of Public Works (U)
- Director of City Council Operations (U)
- Director of Financial Services (U)
- Director of Human Rights (U)
- Director of Safety and Inspections (U)
- Director of Technology and Communications (U)
- Emergency Management Director (U)
- Employee Benefits Manager (C)
- Executive Assistant to the Mayor (U)
- Financial Analyst (U)
- Fire Chief (U)
- General Manager – Saint Paul Regional Water Services (U)
- Human Resources Director (U)
- Human Resources Consultant I (C)
- Human Resources Consultant II (C)
- Human Resources Consultant IV (C)
- Human Resources Manager (C)
- Human Resources Senior Consultant (C)
- Labor Relations Manager (U)
- Labor Relations Specialist I (C)
- Labor Relations Specialist II (C)
- Legislative Aide (U)
- Library Director (U)
- Management Assistant III (C)
- Parks and Recreation Director (U)
- Payroll Manager (C)
- Policy Analyst (U)
- Program Administrator (C)
- Project Manager IV (C)
- Research Analyst I (C)
- Risk Manager (C)
- Safety/ADA Coordinator (C)
- Senior Policy Analyst (U)

This policy also applies for non-represented management and legislative personnel appointed to inactive titles (not listed in this policy) and new titles which are not represented by a certified bargaining unit.

## **CAFETERIA PLAN**

Under the Cafeteria Plan, the employee's selection will be limited to the insurance plans offered by the employer, and the employee may select hospital/medical insurance, and employee life insurance in an amount equal to one-and-one-half (1.5) times the employee's salary. For the purpose of this selection, the employee's annual salary shall be based on the salary as of the first day of July in each year.

The employer's direct contribution for benefits is 100% of the premium cost for those selecting single health coverage, and 80% of the dependent health premium cost for those selecting family coverage, and 100% of the life insurance premium cost for an amount of coverage equaling one-and-one-half (1.5) times the employee's annual salary. The employer's direct contribution will be applied to the benefit premium costs before the employee's contribution to the benefit premium costs under the Cafeteria Plan.

## **SICK LEAVE--DISABILITY INSURANCE**

The provisions of the Civil Service Rules pertaining to the accumulation and use of sick leave credits shall not apply to employees covered by this policy. Employees shall be eligible for six (6) discretionary days off with pay in each fiscal year. Employees shall not receive compensation for unused discretionary days or be allowed to carry these unused days from one calendar year to the next. In addition to the discretionary days, the employer will provide for the employee short-term and long-term disability coverage.

## **VACATION**

Employees covered by this policy shall be eligible for paid vacation as follows:

<u>YEARS OF SERVICE</u>	<u># OF VACATION DAYS</u>
1 through 4 years	17 days
5 through 7 years	22 days
8 through 15 years	25 days
16 years and thereafter	29 days

Vacation accrual rate is determined on the original employment date.

Determination of the initial amount of vacation for unclassified positions will be made by the appointing official at the time of hire.

## **WAGES**

Effective January 1, 1996 and thereafter, the level of increase, or decrease, to salary rates applicable to titles covered by this policy shall be adjusted to reflect the average wage increase, or decrease, included in the agreements of the City's five largest bargaining units.

## **DEFERRED COMPENSATION**

For employees covered by this policy, the employer will contribute to one of the employer-sponsored deferred compensation plans an amount matching employee contributions on a dollar-for-dollar basis. This deferred compensation contribution program and the amount of the employer matching contribution shall be governed by the provisions of Chapter 605 of Minnesota State law as amended. The employee's participation in the deferred compensation plan is voluntary.

## **PERFORMANCE PAY**

The employees holding the following job titles are eligible for performance pay:

- Chief of Police (U)
- City Attorney (U)
- City Clerk (U)
- Director, Department of Planning and Economic Development (U)
- Director, Department of Public Works (U)
- Director of City Council Operations (U)
- Director of Technology and Communications (U)
- Director of Financial Services (U)
- Director of Human Rights (U)
- Director of Safety and Inspections (U)
- Emergency Management Director (U)
- Executive Assistant to the Mayor (U)
- Fire Chief (U)
- General Manager – Saint Paul Regional Water Services (U)
- Human Resources Director (U)
- Library Director (U)
- Labor Relations Manager (U)
- Parks and Recreation Director (U)

Performance pay means an annual lump-sum payment which does not increase the employee's base salary. The Mayor, in his or her sole discretion, based upon such performance measures as he or she deems appropriate, may award to an eligible employee performance pay of up to five (5) percent of the employee's base annual salary. The Council, in its sole discretion, based upon such performance measures as it deems appropriate, may award to the Director of City Council Operations performance pay of up to five (5) percent of the said employee's salary.

## **EMPLOYER TERMINATION PROGRAM**

Employees appointed to a title covered by this policy shall be eligible for a lump-sum payment in the event their employment is terminated by the employer and the employee is completely separated from City employment. An employee covered by this policy, not electing to return to a previously-held City position, is eligible under this policy. This amount of payment for employees holding unclassified titles shall be equal to two weeks pay for each complete year of service in a title covered by the policy. However, this amount shall not exceed twelve (12) weeks pay.

Unclassified employees who could return to a previously-held classified position, and classified employees, shall be eligible for a severance pay program if he/she meets the following requirements:

- The employee must be voluntarily separated from City employment or have been subject to separation by layoff or compulsory retirement.
- The employee must file a waiver of re-employment with the City which will clearly state that by requesting severance pay the employee waives all claims to reinstatement or re-employment with the City.

The amount of termination pay will be paid into one of the City's Post Employment Health Plans. In addition to termination pay, the employee's unused vacation at the time of termination will be paid into one of the City's Post Employment Health Plans.

The lump sum payment for classified employees covered by this policy is based on years of service with the City:

<u>YEARS OF SERVICE</u>	<u>AMOUNT</u>
15	\$10,000
25	\$20,000

For the purpose of this severance program, a death of an employee shall be considered as separation of employment, and if the employee would have met all of the requirements set forth above, at the time of his or her death, payment of the severance pay may be made to the employee's estate or spouse. The manner of payment of severance in amounts of ten thousand dollars (\$10,000) or less shall be made in accordance with the provisions of City Ordinance No. 11490.

This severance pay program shall be subject to and governed by the provisions of City Ordinance No. 11490 except in those cases where the specific provisions of this article conflict with said Ordinance and in such cases, the provisions of this article shall control.

Employees who are terminated for cause, misconduct, or any other disciplinary reason shall not be eligible for any payment under this employer termination program. This employer termination program replaces any existing severance pay plans currently applicable to employees covered by this policy.

Employees returning to, or accepting an appointment to a title not covered by this policy, shall be covered by the severance pay plan applicable to that title and shall not be eligible for any payment under this employer termination program.

In addition, any Police or Fire non-represented employee separated from City employment who has an accumulated balance of at least one thousand eight hundred fifty (1,850) hours of sick leave credits and at least twenty-five (25) years of service at the time of his/her separation from service shall be granted severance pay in the amount of thirty thousand dollars (\$30,000).

Sick leave requirements will be reduced by 2% for each full year of City service served under the non-represented benefit package.

## **RETIREE INSURANCE**

To be eligible for City contribution to certain health and life insurance benefits, the employee must meet the following conditions:

- Be receiving benefits from a Public Employee Retirement Act covering employees of the City of Saint Paul at the time of retirement.
- Have severed his/her relations with the City under one of the retiree plans.
- Have completed at least 20 consecutive years of service with the City of Saint Paul or be receiving a disability pension related to the City of Saint Paul.
- Elect to participate in the City's health and life insurance program.

A retiree's participation in the City's health and life insurance plan must be continuous. If an eligible employee chooses not to participate at the time of his/her retirement, or if a retiree discontinues his/her participation, such retiree will not be eligible for any future participation in the City's health plans or for any City contribution.

**Early Retirees:** Employees hired prior to January 1, 1990 who meet the above requirements will be eligible to receive an employer contribution to the health care premium to a maximum of \$350 per month until such early retiree becomes eligible for Medicare.

Employees hired on/after January 1, 1990 who meet the above requirements will be eligible to receive an employer contribution to the health care premium to a maximum of \$300 per month until such early retiree becomes eligible for Medicare.

**Regular Retirees:** Employees hired prior to January 1, 1990 who meet the above requirements and are eligible for Medicare will be eligible to receive an employer contribution to the health care premium to a maximum of \$550 per month.

Employees hired on/after January 1, 1990 who meet the above requirements and are eligible for Medicare will be eligible to receive an employer contribution to the health care premium to a maximum of \$300 per month.

## **SURVIVOR HEALTH BENEFITS**

The surviving spouse and/or dependent of an employee covered by this policy carrying family coverage at the time of his/her death due to a job connected injury or illness which was determined to arise out of, and in the course of, his/her employment under workers' compensation law shall continue to be eligible for City contribution toward the City's health insurance plan in the same proportion as is provided for employees under this policy. At age sixty-five (65) the City's contribution will be in the same proportion as is provided to retirees under this policy.

In the event of the death of a retiree who is participating in the City's health insurance program, the surviving spouse or dependent on record at the time of retirement of the deceased may continue to participate in the City's health insurance plan at their own cost. Eligibility to continue to participate shall terminate once such spouse remarries or becomes eligible for group health insurance through an employer. Eligibility to continue to participate shall terminate when such dependent fails to meet the definition of dependent in the City's health insurance plan or becomes eligible for group health insurance through an employer.